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# SEEKING LOCALLY GROWN FRUITS AND VEGETABLES FOR STUDENTS IN [X, Y AND Z] SCHOOL DISTRICTS

## REQUEST FOR QUOTE FROM WASHINGTON FRUIT & VEGETABLE GROWERS AND DISTRIBUTORS

South King County Farm to School Collaborative (the Collaborative) is seeking fresh fruits and vegetables from Washington farmers and processors to serve students in [X, Y and Z] School Districts participating in the school meal and snack programs. To assist with the procurement process, the Collaborative is asking farmers and distributors to respond to this Request for Quote (RFQ) to [contact info] by [due date]. You are receiving this document because you are a past vendor who has previously sold fresh produce to [X, Y and Z] School Districts, or a vendor we have identified as a potential supplier.

The Collaborative is a group of Nutrition Services directors in [X, Y and Z] School Districts and serve over 30,000 lunches per day (X School District serves 8,000; Y, 16,000; and Z, 7,000) during the school year. The districts have a Farm to School Program which seeks to connect students with where the food comes from, to promote consumption of fruits and vegetables, and to increase students' participation in the school meal programs. The districts are continually striving to promote healthy food options to their students that help nourish students' bodies and minds. The produce budgets for the districts are usually around \$0.20 - 0.30 per lunch or student, which covers ½ - 1 cup serving of fruits and ¾ - 1 cup serving of vegetables per lunch.

The intention of the RFQ is to purchase specific [season] produce items in order to introduce and highlight seasonal farm-fresh [season] produce to students for educational purposes. The goal is to enhance the quality of school meals by increasing the use of Washington-grown foods and serving the freshest produce possible and to explore a group purchasing model among the Collaborative member districts. A 10% price preference will be applied for vendors who can provide Washington-grown products (for comparison purposes only).

**The quote is due back by the end of business on [date].** Please review carefully the information provided in the Produce, Volume and Specifications section on the following page and quote only if you can provide at least one district with their estimated volume in a single delivery. Please also complete the attached documents listed below and return all documents to the Collaborative Farm to School Coordinator either via email at [email] (preferred) or via FAX: [number].

If you are unable to provide a quote, please either send an email with that message or return Submittal Form A after checking the box that you will not be providing a response on this RFQ.

The documents are attached separately and include:

1. Form A: Response to Questions
2. Form B: Product Pricing
3. Checklist - On-Farm Food Safety Practices (for new vendors and for those due for update)
4. New Vendor Applications (for vendors who have never had business with X School District)
5. W-9 Form (only for vendors submitting New Vendor Application)

The Checklist for On-Farm Food Safety Practices is included as part of the quote to document food safety practices that your farm or your suppliers follow. This form must be submitted annually or after any relevant facility or procedural changes that you incorporate in your daily business practices.

The Collaborative initiative is supported by the Washington State Department of Agriculture Office of Compliance and Outreach and made possible with funding from the Centers for Disease Control and Prevention through Seattle Children's Hospital Community Transformation Grant program.

## PRODUCTS, VOLUME & SPECIFICATIONS

The list below describes the types of produce that the Collaborative would like delivered upon award of a Purchase Order for services from [time frame] to [time frame] and/or during the specific month when the member districts highlight particular produce item for their nutrition education program (For example, the districts feature plums or stone fruits in September, cabbages in October and carrots in November). The inclusion of this list does not limit the right of the Collaborative and the member districts to purchase other products (as available from the selected vendor/vendors) nor requires the Collaborative or the member districts to purchase all the type listed. The Collaborative and the member districts do not guarantee orders in the amounts listed nor shall they be required to limit its orders to specific figures.

**Volumes listed are indefinite quantity per order based on estimated usage and average participation and the figures represent the Collaborative's best estimates at the current time. The member districts are not committed to purchase this volume every week. Please consider each school's volume a minimum order amount, and quote only if you can provide at least one school with their minimum volume in a single delivery.**

**For whole fruits (e.g. apples, pears, stone fruits) and other produce, the Collaborative needs to know the count per case in order to purchase enough for each student (the member districts serve one whole fruit per student). Please specify with the best of your ability approximately how many each fruit or produce per case in the Submittal Form B. [See selected fruits size charts included in this document as Appendices 1 – 3]**

Produce	Specification	Volume			
		TOTAL	X	Y	Z
Fruits & Berries:					
Apples, fresh, whole, popular eating varieties	Multiple varieties to introduce students different kinds. Ripe, well formed, firm, crisp, juicy, smooth skin free of blemishes, bruises and scars. <b>Color:</b> typical of variety. <b>Size:</b> 163 CT/CS or 2.5-3 inches in diameter; not exceeding 3.5 inches in diameter. *please specify the varieties and pack size available on the submittal form B; volume listed based on 163 CT/CS				
Asian pears, fresh, whole, popular eating varieties	Ripe, well formed, firm, crisp, juicy, smooth skin free from blemishes, bruises and scars. <b>Color:</b> typical of variety. <b>Size:</b> 2.5-3 inches in diameter; not exceeding 3.5 inches in diameter. *please specify the varieties and pack size available on the submittal form B; volume listed based on 80 CT/CS				
Kiwiberries, fresh, whole, popular eating varieties	Mature, well formed, not overripe, or crushed. Free from decay, injury, mold, and insects. <b>Color:</b> darker green. <b>Size:</b> not less than ¾ inch in diameter. *please specify the varieties and pack size available on the submittal form B; volume listed based on 10-lb flat				
Nectarines, fresh, whole	Mature but not soft or overripe. Well formed, free from decay and damage caused by bruises or insects. Fairly well-colored. <b>Size:</b> 2.5-3.5 inches in diameter; not more than 3.5 inches in diameter.				
Peaches, fresh, whole	Mature but not soft or overripe. Well formed, free from decay and damage caused by bruises or insects. Fairly well-colored. <b>Size:</b> 2.5-3.5 inches in diameter; not more than 3.5 inches in diameter.				
Pears, fresh, whole	Mature, ripe, well formed fruit. Free from blemishes, bruises, scars, and insect injury. <b>Size:</b> 120-150 CT/CS or 2.5-3 inches in diameter; not exceeding 3.5 inches in diameter. *please specify the varieties available on the submittal form B; volume listed based on 120 CT/CS				

Produce	Specification	Volume			
		TOTAL	X	Y	Z
Plums, fresh, whole	Fairly well-formed, well colored, ripe, clean fruit. Free from blemishes, bruises, scars, and insect injury. <b>Size:</b> 2-3 inches in diameter *please specify the varieties available on the submittal form B; volume based on 2" whole fruit				
Pluots/Apriums, fresh, whole	Fairly well-formed, well colored, ripe, clean fruit. Free from blemishes, bruises, scars, and insect injury. <b>Size:</b> 2-3 inches in diameter *please specify the varieties available on the submittal form B; volume based on 2" whole fruit				
<b>Vegetables:</b>					
Cabbages, fresh, whole	Fresh picked, firm, fairly well colored and well formed, not withered or burst. Free from browning, decay, insects and wilt. Well trimmed and washed.				
Carrots, fresh, whole	Fresh picked, firm, fairly well colored and well formed. Free from soft rot and damage. With greens/tops on. Dirt washed off. Greens/tops free from decay, damage, discoloration, and disease. <b>Size:</b> Each measures 6-8 inches in length				
Kale, fresh, dino	Well trimmed. Free from decay, insects, discolored leaves, wilting, or damage.				
Kohlrabi, bulb, fresh, whole	Green and/or purple. Firm, fairly smooth and well shaped, fairly clean and free from soft rot and damage. With greens/tops on. Dirt washed off. Greens/tops free from decay, damage, discoloration, and disease. <b>Size:</b> Each bulb measures at least 2.5 inches in diameter				

The Collaborative has established the following specifications:

1. All apples and pears must be from [year] harvest (i.e. not stored from previous season).
2. Quality – The Collaborative gives a preference to the vendor(s) who can deliver products within 48 hours of harvest, and meet the produce specifications listed in the table above (exception: apples and pears).
3. Source & Availability – Products' source (farm name and location) and when each product is available must be listed in the Submittal Form B.
4. Unit Price Bid –This bid is based on the fixed unit price for specified produce items. It is understood by the bidders that the unit price shall include all costs, EXCEPT TAX (if applicable). All prices shall be firm for the purchases contracted by this quote, and it is understood by the bidders that potential market forces should be considered.
5. Transportation – Products shall be transported in vehicles that are capable of maintaining the quality and food safety of all products up-to the time of delivery and acceptance at the buyer's specified delivery location.

## EVALUATION AND AWARD

The final decision of selecting the vendor(s) will be based on the criteria listed below. The decision resulting from the evaluation process as to which products best meet the needs of the Collaborative or the member districts remains the sole responsibility of the districts and is final. The Collaborative reserves the right to split awards by items in order to secure the best cost and product availability for the Collaborative, providing quality of the product is maintained.

- Vendor Qualifications (below) must be met.

- Ability to provide the products specified, or acceptable substitutes (if unable to supply specified products, please identify and list any substitutions you feel are appropriate along with their associated costs. Member districts will determine whether a substitution is acceptable on a per item basis.)
- Ability to deliver to the destinations listed in the *Delivery Locations* on dates and during the designated delivery times that have been established for each receiving location.
- Acceptable minimum order requirements
- Acceptable response to food safety questionnaire (checklist), as determined by each district, or proof of GAPs or other third party food safety audit/certification
- Acceptable response to New Vendor Application and accompanying W-9 Form
- Timely submission of W-9 Form (for vendors who have never had business with Kent and/or Renton School District)
- Lowest cost (as determined after application of the Geographic Preference Evaluation System). Costs will be compared on a line-item basis.
- Freshness of Product (Time between harvest and delivery) – 48 or fewer hours between harvest and the delivery is desirable (except apples and pears), as long as quantities are available to fill orders of one to up to all member districts. Apples and pears must be [year] harvest.
- Willingness to provide a personal visit to the school districts by the vendor owner, grower or staff employed on the farm, to educate students about the farm and the products offered. Such visit should be offered at least one time, at a time and place mutually agreed upon by vendor and the District Nutrition Services. (This is desired by the Districts and will be considered in the case of a tie.)

#### GEOGRAPHIC PREFERENCE EVALUATION SYSTEM

The following point system will be used to provide an advantage for vendors that can supply Washington-grown products (to be filled in by the Collaborative). (Please note: The 10% price preference applied when out of state products are quoted with Washington State (WA) products, which does not affect the price paid to you.) The preference allows the Collaborative to apply a geographic preference in the decision of which vendor will receive the order award.

Category	Factor Description	YES	NO
WA grown	This product is sourced and packed or processed within WA. Include farm sources, and when each product is available, on the attached produce list (Submittal Form B).		
	If not able to provide 100% of those specific produce items in the market basket list, vendor provides a plan for acceptable substitutions of produce list items sourced and packed or processed within WA. Include the farm sources, and when each substitute product is available. ["Acceptable" substitutions are subject to bid evaluator determination, based on variety needs of the Districts.]		
Any vendor who receives YES for WA grown category will receive a 10% price preference. This means that 10% of their price will be deducted <u>FOR COMPARISON PURPOSES ONLY</u> . After the price reduction, prices will be compared between vendors and the lowest price bid will be selected and that vendor will be awarded the bid.			

If all responding vendors reply Yes to WA grown category, then a preference will not be applied, and all prices will be compared directly. (NOTE: This table is NOT to be filled by vendors.)

## PURCHASING PROCEDURE

Orders will be placed directly by the member districts, at least four days before serving, to the successful vendor(s) determined by the evaluation process. (In some cases, Farm to School Coordinator will work as a liaison between the successful vendor(s) and the member districts to coordinate the order and/or delivery.) Successful vendors will be asked to provide a weekly fresh sheet via email, with available products and quantity for the following week (a template will be provided). Please note the quoted price is firm throughout this purchase period (the date of award announcement through [time frame]). Member districts will place orders with successful vendors based on product availability and menus. The successful vendor(s) will commit to delivery of quality produce in good condition to designated district site(s) within a time frame mutually agreed upon between the member district and the successful vendor(s). Delivery locations are contained within this RFQ.

The member districts retain the right to reject any or all orders as inspected upon delivery. Damaged or unacceptable product shall be credited to the districts. Credits shall be issued to the district for any product that was not satisfactorily delivered within the agreed upon time frame.

## INVOICE & PAYMENT

A detailed invoice must be provided with each delivery of product. The invoice should be separate for each district and contain the following information:

1. Name, address and phone number of vendor/business selling products to each district.
2. Date of delivery
3. Itemized list of quantity, item description, origin of the item (farm, location), unit of sale (ea, cs, lb, etc.), price per unit and extended total price for each item listed on invoice
4. Grand total amount each district has to pay for the total purchase including any applicable sales tax
5. Payment by the district will be net 30 unless other terms have been discussed and agreed to.

## ORDERING & DELIVERY

All deliveries shall be to designated district site listed in the *Delivery Locations*.

1. Delivery should be on the agreed upon date and time discussed with the member districts contact personnel listed in the *Contact Information* (the district contacts) when order is placed.
2. Any changes in product availability or delivery scheduling must be immediately communicated with the district contacts.

## QUOTE RESPONSES

Responses to this RFQ must be emailed to [email].

1. Vendor is responsible for making sure all questions are answered, details and pricing of any of the requested products they can supply have been listed, and a current copy of the food safety questionnaire is on file or submitted with this response.
2. Vendor response must be made on forms provided with this RFQ in order for response to be considered. Vendor must submit:
  - a. **Form A: Response to Questions**,
  - b. **Form B: Product Pricing**
  - c. **Checklist - On-Farm Food Safety Practices**
  - d. **New Vendor Applications**

- e. **W-9 Form** (only for vendors submitting New Vendor Application)
3. Prices quoted should be F.O.B designated district or individual school site, freight included in the price.
4. **Vendor must honor prices quoted for this [season] produce purchase.**
5. Contact [name] at [phone] or [email] if you have questions or if assistance is needed.
6. **Responses due by the end of business on [date]. The first delivery for product may vary by district, and may be scheduled for the week of [date] as earliest [subject to change based on the product availability and menus].**
7. **If a vendor chooses not to participate, the Collaborative requests that the vendor emails with that message.**

## CONTACT INFORMATION

### South King County Farm to School Collaborative

Please send all responses to RFQ to: [email]

**The Member District Contacts:** (Do NOT send your quote and other forms directly to the contact listed below.)

#### **[X] School District**

[name]  
[title]  
[address]  
[phone]  
[email]

#### **[Y] School District**

[name]  
[title]  
[address]  
[phone]  
[email]

#### **[Z] School District**

[name]  
[title]  
[address]  
[phone]  
[email]

## DELIVERY LOCATIONS

### ORDER BY X SCHOOL DISTRICT:

[Address and/or direction]

### ORDER BY Y SCHOOL DISTRICT:

[Address and/or direction]

### ORDER BY Z SCHOOL DISTRICT:

Z School District prefers a vendor with capacity to deliver to each school kitchen. The list indicates school and auxiliary buildings to which produce products will probably be delivered. The Z School District reserves the right to demand and the supplier agrees to deliver products at the contract price, to such locations as may be indicated by the district during the seasonal purchase period.

[Address and/or direction]

## APPENDIX 1. FRUITS SIZE CHARTS (APPLES, CHERRIES & PEARS)

APPLES – according to the approximate number of apples that can be contained in a standard box (40 pounds net).

Size (listing Small only)	Approx. Dimension
138	2.68"
150	2.62"
163	2.54"
175	2.46"
198	2.39"
216	2.31"

PEARS – measured by the number of pears that fit into a standard 4/5-bushel packing box weighing 44-lb. (20 kg) loaded

Size (pear count)	Note
70	Approximate scale: Medium sizes are 110 and 135 counts (2 or 3 pears = 1 lb.)
80	
90	
100	
110	
120	
135	
150	



## APPENDIX 2. FRUITS SIZE CHARTS (PLUMS)

### PLUM SIZE CHART

SIZE	Approx. Plums Per Pound	Approx. Average Diameter	Min. Avg. Number Of Plums Per VF 28#	Min. Avg. Number Of Plums Per 1.5 lb Bag
20	2	3.1"	56	
25	2 - 3	2.9"	70	
30	3	2.7"	84	
35	3 - 4	2.6"	98	
40	4	2.5"	112	
45	4 - 5	2.4"	126	
50	5	2.3"	140	
55	6	2.2"	154	
60	6	2.1"	168	
65	6 - 7	2"	182	9
70	7	2"	196	10
80	8	1.9"	224	11 - 12

### PLUM CONVERSION CHART

VOLUME FILL SIZE	2 LAYER SIZE	3 LAYER SIZE	1 LAYER TRAY SIZE
20	48	72	24
25	50	75	25
30	56	84	28
	60	90	30
35	64	96	32
40	70	105	35
45	72	108	36
50	80	120	40
55	84	126	42
60	88	132	44
65	96	144	48
70	162	162	54
	112	168	56



## APPENDIX 3. FRUITS SIZE CHARTS (PEACHES)

PEACH SIZE CHART				
SIZE	Approx. Peach Per Pound	Approx. Average Diameter	Min. Avg. Number Of Peach Per VF 25#	Min. Avg. Number Of Peach Per 1.5 lb Bag
30		3.7"	30	
32		3.6"	34	
34		3.5"	35	
36		3.4"	39	
40		3.3"	41	
42	2	3.2"	44	
44	2 - 3	3.1"	47	
48	2 - 3	3"	53	
50	3	2.9"	58	
56	3	2.8"	69	
60	3 - 4	2.7"	79	5
64	3 - 4	2.6"	84	5 - 6
70	3 - 4	2.5"	90	6
72	4	2.4"	94	6 - 7
80	4 - 5	2.3"	105	7
84	4 - 5	2.2"	117	7
88	5 - 6	2.17"	122	8
96	6	2.1"	136	8 - 9

PEACH CONVERSION CHART		
2 LAYER SIZE	3 LAYER SIZE	1 LAYER TRAY SIZE
48	72	24
50	75	25
56	84	28
60	90	30
64	96	32
70	105	35
72	108	36
80	120	40
84	126	42
88	132	44
96	144	48
162	162	54
112	168	56